

# Departure TLA



215 Duck Road, Bldg. 950  
Schofield Barracks, HI 96857

## Step 1

The Departure TLA Brief is Monday - Friday at 0800. Bring a copy of your mandatory documents:

- \*Orders & all amendments
- \*Flight Itinerary for SM & FM's
- \* DA 31 w/ control number
- \*Form DD1299 (HHG's pick up)

*Your TLA memo will be emailed to you*

## Step 2

Service Members (SM) E6 and above or SM w/dependents, may be authorized up to their last 10 days for TLA in conjunction with their PCS/TCS/ETS/Retirement orders. HHG's must be picked up prior to the start of TLA. TLA will NOT be authorized if service member is on leave or has reached the AVAL Date on orders.

## Step 3

Make a hotel reservation using the list of TLA Approved Hotels. Make sure that YOU are okay with the price the HOTEL has set for your reservation.

ALL rates for hotel rooms are set by the individual hotels.

## Step 4

PAY for your hotel stay using your government travel card (GTCC) or your credit card. If you don't have a GTCC or are transitioning out the military you must be able to pay for your hotel stay out of pocket to be reimbursed TLA.

## Step 5

TLA finance will reimburse on your pay check, 1<sup>st</sup> or 15<sup>th</sup>. Turn in your documents in person or via email.

**673 Ayers Ave, Bldg. 750, Room #103, Schofield Barracks, HI 96857**  
**Monday, Tuesday, Wednesday, Friday – 0900 – 1500 & Thursday 1230 - 1500**